

## FINANCE DEPARTMENT

The Finance Department provides financial services to the city administration in the most effective and efficient manner possible through the development and application of sound operating procedures and through the continued enhancement of the city's financial recording and reporting systems. This is accomplished by utilizing to maximum capacity the financial and personnel resources appropriated to the department.

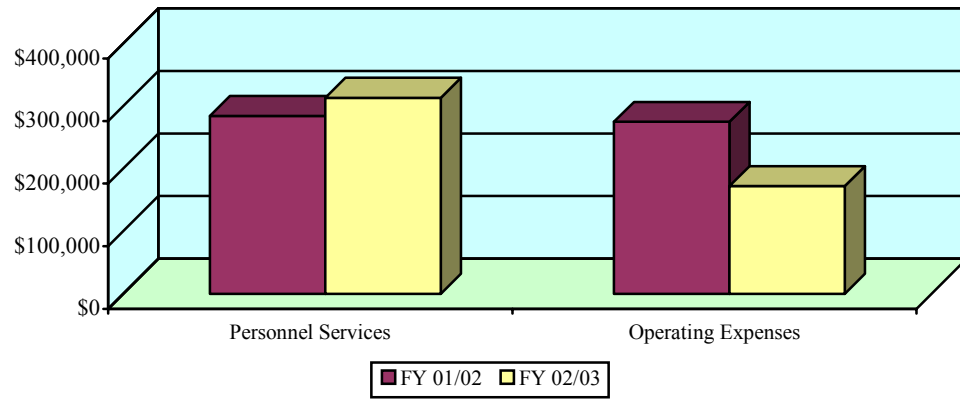
<b>Administration</b>	<b>Appropriation: \$ 484,920</b>
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The Administrative Office directs and supervises the daily activities of the functional programs, and works through the Governing Body and City Manager in establishing and implementing the city's fiscal policies to ensure the highest degree of financial responsibility and accountability. Through the various operating programs in the department, the Finance Director is responsible for providing financial, accounting, budgeting, purchasing and administrative services.

The General Fund operating budget for administration provides funding for salaries and benefits of the Department Director and three staff members; general liability, fleet-physical damage and property insurance coverage for the entire department. The budget also includes \$75,000 for the audit contract and \$15,000 for payment of the property tax collection fee.

<u>POSITION/CLASSIFICATION</u>	<u>FY 01/02 ACTUAL</u>	<u>FY 02/03 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Administrative Assistant	1 – CLFT	1 – CLFT
Cash Management & Investment Officer	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	4	4

## EXPENDITURE CLASSIFICATION



	FY 01/02 REVISED	FY 02/03 APPROPRIATION
Personnel Services	\$ 283,921	\$ 313,049
Operating Expenses	<u>274,502</u>	<u>171,871</u>
TOTAL:	\$ 558,423	\$ 484,920

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## Budget

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Appropriation: \$ 226,642

The purpose of the Budget Office is to assist in the development and implementation of a financial plan that provides a basis for control by the Mayor and Council over municipal operations. The Budget Office is responsible for providing technical support to city departments in the development, preparation and implementation of the annual operating budget and midyear budget review.

### 2001/02 Operational Highlights:

- Enhanced the 2001/02 budget document and received the Distinguished Budget Presentation Award Certificate from the Government Finance Officers Association (September 2002).
- Continued to work with the Finance Committee to incorporate strategic planning and goal setting for development of FY2001/02 budget (March 2002).
- Streamlined forms required for departmental budget requests and reduced the amount of data transcription and verification required.
- Began development of a stand-alone database system to provide enhanced reporting and data mining capabilities as well as improved time efficiency in developing the 2002/03 budget document.

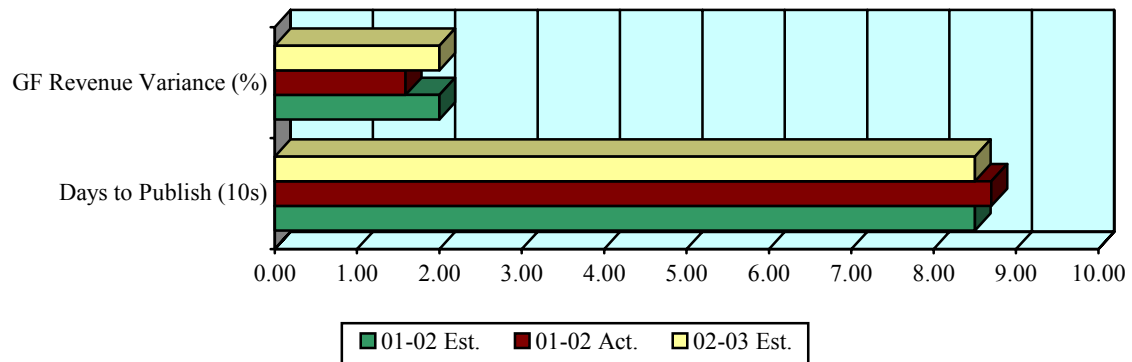
### 2002/03 Goals and Objectives:

- To produce a budget calendar, assist in preparing revenue and expenditure adjustments and coordinate presentation of the review to the governing body.
- To collect and consolidate budget policies, program measurements, and goals and objectives, and improve performance measurements produced in budget development in anticipation of strategic planning at the senior administrative and governing body levels.
- To develop budget forms, instructions and calendars while streamlining the budget process and including more comprehensive budget policy guidance in response to strategic planning initiatives.
- To continue to develop database system for use in all aspects of the budget development process, thereby allowing for an improved work product in less time.

### Budget Commentary:

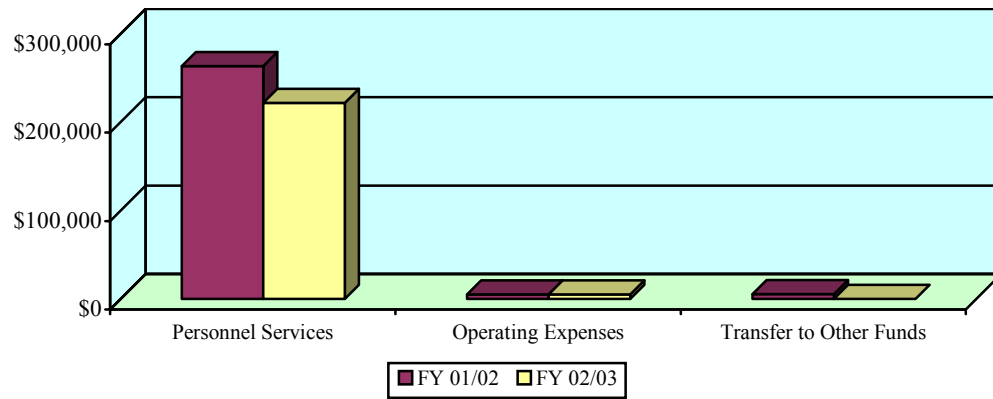
The General Fund provides funding for the salaries and benefits of the Budget Director and three staff members, and the costs associated with the printing of the annual operating budget document.

<u>Standard Program Measurements:</u>	<u>01/02 EST.</u>	<u>01/02 ACTUAL</u>	<u>02/03 EST.</u>
1. Percent variance between estimated General Fund revenue and actual	2.00%	1.59%	2.00%
2. Days between final revisions and publication of budget book	85	87	85



<u>POSITION/CLASSIFICATION</u>	<u>FY 01/02 ACTUAL</u>	<u>FY 02/03 BUDGET</u>
Budget Division Director	1 – CLFT	1 – CLFT
Budget Analyst	2 – CLFT	2 – CLFT
Budget Database Analyst	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	4	4

## EXPENDITURE CLASSIFICATION



	FY 01/02 <u>REVISED</u>	FY 02/03 <u>APPROPRIATION</u>
Personnel Services	\$ 263,255	\$ 221,642
Operating Expenses	5,000	5,000
Transfer to Other Funds	<u>5,189</u>	<u>0</u>
 TOTAL:	 \$ 273,444	 \$ 226,642

The purpose of Financial Management is to maintain a financial reporting system that will adequately safeguard and account for the city's assets. Its primary function is to provide complete and accurate financial information in proper form and on timely basis to the Governing Body, city administration and citizens of Santa Fe.

The Division Director provides direction and management to the cashier's office, payroll, utility billing, water customer service, accounts receivable, accounts payable, and accounting units. The Accounting office is responsible for the day-to-day upkeep of the city's general ledger accounting system, financial statement preparation and monitoring of grant budgets. Accounts Payable maintains effective control and timing over the disbursement of city funds. Payroll maintains accurate employee payroll records and processes payroll checks for over 1,800 employees. The Cashier's Office receives, controls, and accurately records all cash remittances made to the City. Accounts Receivable maintains accurate financial records of billings and payments owed the city, and ensures that all delinquent accounts are properly documented and collected.

#### 2001/02 Operational Highlights:

- Increased collection of all accounts receivable.
- Successfully integrated and reconciled all modules of the online financial system.
- Consolidated all refuse, sewer and water billing based on property ownership, improving efficiency and enhancing customer service by requiring fewer bills to pay and process.

#### 2002/03 Goals and Objectives:

- To provide the city management with continuous and accurate financial information.
- To collect and consolidate financial information, measurements, statistics, and accomplishments for the Comprehensive Annual Financial Report.
- To establish a collection unit and attendant policies and procedures to enable 100% disposition of all delinquent receivable accounts through collection or write-off.
- To incorporate new GASB 34 requirements for fixed assets and financial reporting.
- To monitor expenditures and revenues according to federal and state rules and regulations.

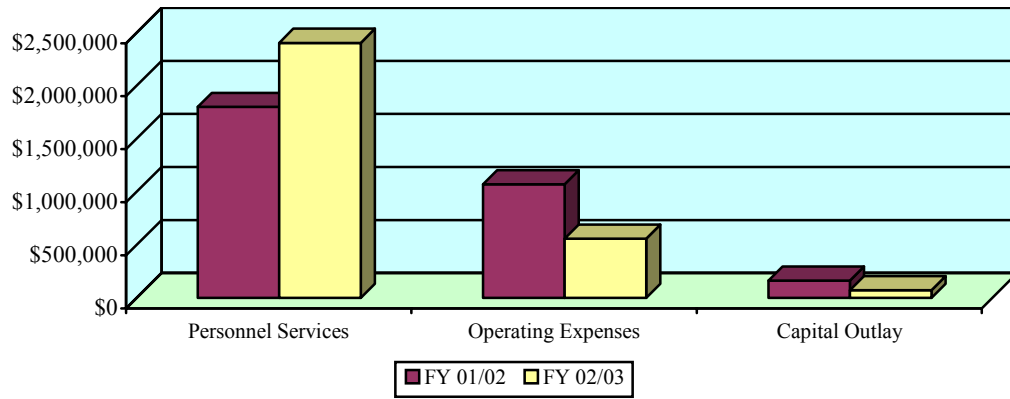
Budget Commentary:

The General Fund appropriation of \$1,138,690 provides funding for staff salaries and benefits, and contractual services for printing of the financial manual. The Division is also supported by an appropriation of \$1,891,879 from the Utility Customer Service Fund (5205), which provides for meter reading activities, collection services for uncollectible accounts, and printing services for refuse, sewer and ambulance billing statements

The City Council continued to appropriate \$56,534 from the ½% Gross Receipts Tax Operating Fund (3102) for a Financial Analyst position to work with CIP project accounting and budgeting functions.

<u>POSITION/CLASSIFICATION</u>	<u>FY 01/02 ACTUAL</u>	<u>FY 02/03 BUDGET</u>
Financial Management Division Director	1 – CLFT	1 – CLFT
Senior Financial Analyst	1 – CLFT	1 – CLFT
Collections Manager	1 – CLFT	1 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Database Specialist	3 – CLFT	3 – CLFT
Payroll Technician	2 – CLFT	2 – CLFT
Customer Service Manager	1 – CLFT	1 – CLFT
Clerk Typist	1 – CLFT	1 – CLFT
Account Technician	21 – CLFT	21 – CLFT
Account Specialist	1 – CLFT	1 – CLFT
Accountant Supervisor	5 – CLFT	5 – CLFT
Accountant	1 – CLFT	1 – CLFT
Financial Analyst	3 – CLFT	3 – CLFT
Water Operations Accounting Supervisor	1 – CLFT	1 – CLFT
Utilities Ombudsman	1 – CLFT	1 – CLFT
Meter Reading Supervisor	1 – CLFT	1 – CLFT
Meter Reader Lead	1 – CLFT	1 – CLFT
Meter Reader	6 – CLFT	6 – CLFT
Financial Analyst	1 – TCF	1 – TCF
Special Funds Financial Analyst	<u>1</u> – TGF	<u>1</u> – CLFT
TOTAL:	54	54

## EXPENDITURE CLASSIFICATION



	FY 01/02 <u>REVISED</u>	FY 02/03 <u>APPROPRIATION</u>
Personnel Services	\$ 1,799,371	\$ 2,402,984
Operating Expenses	1,069,886	557,085
Capital Outlay	<u>162,956</u>	<u>70,500</u>
 TOTAL:	 \$ 3,032,213	 \$ 3,030,569



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## Purchasing

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Appropriation: \$ 372,720

Purchasing is charged with the responsibility of procuring all materials, goods and services for city departments. Purchasing enforces and ensures compliance with federal and state laws and regulations, city procurement regulations and city fixed assets reporting and procedure requirements. The division also reviews, authorizes and processes all purchase requisitions and requests for bids and proposals, maintains the city's inventories, operates the motor pool and disposes of surplus assets.

### 2001/02 Operational Highlights:

- Implemented the Governmental Accounting Standards Board Statement (GASB) #34 requiring municipalities to capitalize infrastructure in the fiscal year beginning after June 15, 2001.
- Transferred water operations inventory to the central warehouse.
- Transitioned water capital assets to the city's assets and depreciation system.
- Updated the capital assets manual to reflect GASB 34, including methods and plans for implementation.

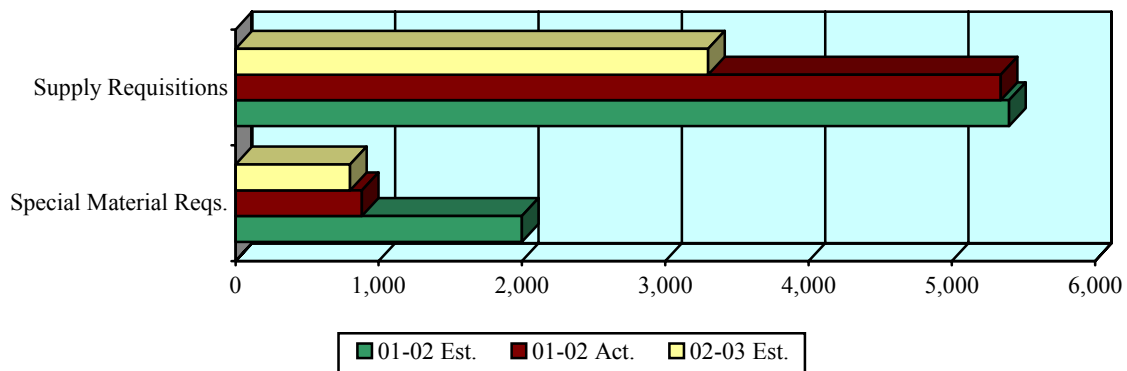
### 2002/03 Goals and Objectives:

- To process all requisitions in the most expedient and efficient manner possible.
- To process all bids and proposals in the most professional manner, processing in such a way as to maximize the competitive nature and fairness of each.
- To maintain warehouse functions in an efficient, cost-effective manner.
- To capitalize and depreciate new regional dispatch agency equipment as the city's fiscal agent.

### Budget Commentary:

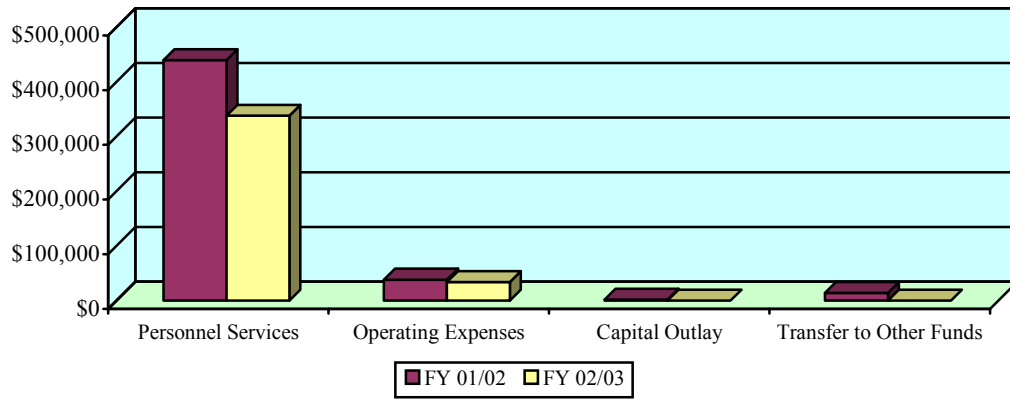
The FY 2002/03 operating budget is supported by the General Fund and provides funding for salaries and benefits for 11 staff members. Also included are the operating expenses for the division and equipment necessary for division operations.

<u>Standard Program Measurements:</u>	<u>01/02 EST.</u>	<u>01/02 ACTUAL</u>	<u>02/03 EST.</u>
1. Number of purchase orders processed	15,000	13,500	14,500
2. Number of supply requisitions processed	5,400	5,343	3,300
4. Special material requisitions	2,000	883	800
5. Number of requests for bids and proposals	120	101	100



<u>POSITION/CLASSIFICATION</u>	<u>FY 01/02 ACTUAL</u>	<u>FY 02/03 BUDGET</u>
Purchasing Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Accountant Technician	2 – CLFT	2 – CLFT
Accounting Supervisor	1 – CLFT	1 – CLFT
Data Base Specialist	1 – CLFT	1 – CLFT
Supply/Inventory Technician	<u>5</u> – CLFT	<u>5</u> – CLFT
TOTAL:	11	11

## EXPENDITURE CLASSIFICATION



	FY 01/02 <u>REVISED</u>	FY 02/03 <u>APPROPRIATION</u>
Personnel Services	\$ 440,093	\$ 338,470
Operating Expenses	38,442	34,250
Capital Outlay	1,845	0
Transfer to Other Funds	<u>14,344</u>	<u>0</u>
 TOTAL:	 \$ 494,724	 \$ 372,720

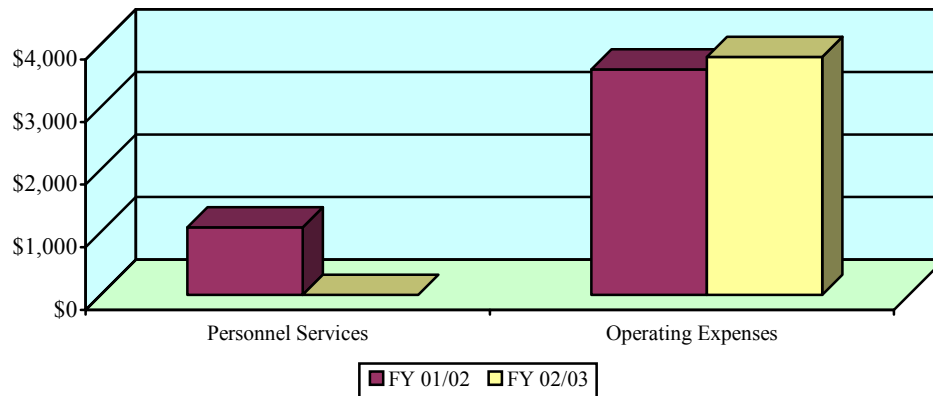
## Capital Equipment Reserve

Appropriation: \$ 3,800

The Purchasing Office conducts an annual auction to dispose of surplus assets that are antiquated, obsolete or damaged. Operating costs incurred for the sale of fixed assets are paid from the Capital Equipment Reserve Fund. Following deposit of the auction proceeds, a distribution is made to each participating fund, with the General Fund portion remaining in this fund.

In FY 2002/03, the operating budget includes \$3,800 for auction-related expenses.

### EXPENDITURE CLASSIFICATION



	<u>FY 01/02</u> <u>REVISED</u>	<u>FY 02/03</u> <u>APPROPRIATION</u>
Personnel Services	\$ 1,077	0
Operating Expenses	<u>3,600</u>	<u>3,800</u>
TOTAL:	\$ 4,677	\$ 3,800